



MISSION AND INTENT OF THE IGEM PROGRAM

The mission and the intent of the IGEM program is focused on advancing new technologies, scientific developments, and industry changing services to commercialization through sponsored research at Idaho's public universities. Commercialization is the process of transforming concepts, prototypes, and services into viable market products. To be eligible for an IGEM grant, an established partnership must exist between an Idaho public research university (BSU, ISU, UI) and an industry partner(s). The partnership must be focused on advancing the new technology, product, service, etc. through research.

BROWSER REQUIREMENTS

All IGEM applications must be submitted online using the Department of Commerce's Community Grants Portal. New users must contact the IGEM Program Director for access to the portal. This portal functions best in Windows Firefox, Google Chrome or Apple Safari. The portal will not function properly in Internet Explorer (IE).

REQUIRED FORMS

The following forms are required for your application. Download the Budget and PowerPoint forms to your computer, complete them, and upload them where indicated in the application. The Terms & Conditions document is available for your review and can be downloaded for your reference.

[BUDGET FORM](#)

[POWERPOINT PRESENTATION](#)

[TERMS AND CONDITIONS](#)

ELIGIBLE APPLICANTS

There are three (3) public research institutions eligible to apply for IGEM grants. They are:

Boise State University

Idaho State University

University of Idaho

APPLICATION SCHEDULE

The IGEM application is open year round with the following scheduled review sessions. Please note: The IGEM Council may convene an additional review session in the best interest of the IGEM program. All deadlines and review sessions are subject to available funds.

The submission deadlines and review periods are as follows:

Submission Deadline	Investment Review Session
September 4, 2015	September 21, 2015
February 26, 2016	March 14, 2016
May 6, 2016	May 25, 2016

APPLICATION REVIEW AND CONSIDERATION

All IGEM applications are reviewed by the IGEM Program Director for completeness. Applications meeting IGEM's prerequisites are forwarded to the IGEM Investment Subcommittee (ISC) for initial review. The ISC vets the applications and makes recommendations for further consideration to the IGEM Council. The IGEM Council conducts a final review of the IGEM applications. The IGEM Council is the entity with the authority to determine award and funding level.



APPLICATION CRITERIA

To initially qualify for an IGEM grant, the following must exist:

- Collaborative partnership between industry and one of Idaho's three public research universities (BSU/ISU/UI);
- Acknowledgement in working toward the development and commercialization of a concept, theory, service, technology, product, etc.;
- Agreement that research conducted by the University will propel and advance the development and commercialization of said viable technologies into the market.

The subsequent reviews by the IGEM Council and the ISC focus on the project's business elements:

- Project details
- Project position in current and future markets
- Project partners, capabilities, expertise, and research resources.

Proprietary Information

Business records and information provided to the Idaho Department of Commerce ("Commerce") are subject to public disclosure under the Idaho Public Records Law (Idaho Code §9-337 *et seq.*), and Idaho Code § 67-4708, unless specifically exempt from public disclosure. Commerce shall consider any records or information exempt from public disclosure as confidential ("Confidential Information").

The Applicant shall declare and identify each individual document it considers confidential and exempt from public disclosure. The Applicant shall mark each page of all such documents as "confidential – proprietary information". Commerce will not accept a legend or statement on one (1) page that all, or substantially all, of a document is exempt from disclosure. If answers to questions on the application contain proprietary or confidential information take the following action:

- print out a completed copy of the application;
- indicate the information that is proprietary or confidential by highlighting those sections;
- upload the marked documents where indicated in the application.

For program specific information please contact:

Carmen Achabal
IGEM Program Director
carmen.achabal@commerce.idaho.gov
208-780-5146

For assistance using the Commerce portal please contact:

Cindy Lee
Grants & Contacts Administrator
cindy.lee@commerce.idaho.gov
208-780-5143



Application Overview

Amount Requested
Title of Proposed Project
Short Project Description

Applicant Information

- Question 1 Project Start Date
- Question 2 Project End Date
- Question 3 University project director name (Principal Investigator)
- Question 4 University project director's title
- Question 5 University project director's email
- Question 6 University project director's phone
- Question 7 University Co-Principal Investigator(s) name
- Question 8 University Co-Principal Investigator(s) title
- Question 9 University Co-Principal Investigator(s) email
- Question 10 University Co-Principal Investigator(s) phone
- Question 11 List any additional University Co-Principal Investigator's names and titles
- Question 12 State and explain the University's vested interest in this project.
- Question 13 Legal entity name of the industry partner
- Question 14 Industry partner project director's name
- Question 15 Industry partner project director's title
- Question 16 Industry partner project director's email
- Question 17 Industry partner project director's phone
- Question 18 List any additional industry partners, including names, titles, and company affiliations if different than the primary industry partner.
- Question 19 State and explain the industry partner's vested interest in this project.



- Question 20 What financial contribution has the industry partner invested into this project prior to applying for IGEM funds?
- Question 21 If no financial investment has been made to date, please explain why there has been no investment by the industry partner.
- Question 22 What is the proposed industry partner's financial investment if an IGEM grant is awarded to this project?
- Question 23 Total amount of IGEM funding requested.
- Question 24 Upload a resume or curriculum vitae for each of the people named above.

Project Details

- Question 25 In layman terms, describe the intent of this project. What will this project prove/disprove, quantify, validate, etc.?
- Question 26 In the commercialization spectrum, where is this project? What steps have been taken to commercialize this technology?
- Question 27 Explain why IGEM is an optimal funding source to advance this product toward commercialization.
- Question 28 Please provide a summary of the project's business plan or an overview of how you plan to take this product to market.
- Question 29 Upload the completed budget form.
- Question 30 Upload the PowerPoint slide deck presentation.

Know Your Market

- Question 31 Provide a brief description of the industry and market this research project is entering.
- Question 32 What new technology or advancement of existing technology is this project introducing to the market?
- Question 33 What are the current inadequacies, shortcomings, or gaps in the market that this project/product will solve? Describe how prevalent these shortcomings are in the market.
- Question 34 Explain the key competitive advantage(s) of this project/product to others in the marketplace. For example lower cost, quality, etc.
- Question 35 Detail the key competitive advantage(s) that can provide barriers to entry. For example: intellectual property, patents or provisional patents, time, etc.



- Question 36 Provide evidence that demonstrates market opportunity and potential adoption of this product by the marketplace.

Partners & Research

- Question 37 Please explain the selection of partners. Be sure to address the following (a) Why is the Principal Investigator(s) best suited to lead this project? (b) How is the industry partner positioned to lead this project? (c) How does this project fit within the University's "wheelhouse"?
- Question 38 Explain how this project enhances a core competency for the University. Please identify the core competency or identify the new competency this project created.
- Question 39 Define the roles and responsibilities the industry partner(s) has with this project. Define the role and the responsibilities the University has with this project. Explain the relations between the partners.
- Question 40 Describe any opportunities that may be created from this IGEM project. For example: additional research funding, joint ventures, etc.
- Question 41 Explain the potential revenue to be generated by this project that will directly benefit Idaho and/or explain the type and number of potential jobs this project will create in the next 5 to 10 years.
- Question 42 Please identify if this project has received other research funding (SBIR, private investment, etc.). Receipt of outside funding does not preclude this project from IGEM funding consideration.
- Question 43 Projects that have been shelved or have had a pause in progression and are now applying for funding need to explain its cessation. Explain why this project is seeking funding now.

University & Industry Partner Contractual Agreement

- Question 44 Have the University and the industry partner(s) signed into a contractual agreement(s)? If so, please attach a copy of each contractual agreement that is directly associated with this project.
- Question 45 If no contractual agreement has been entered into at the time of application, copies of the contractual agreement between the University and the industry partner(s) must be submitted to the Department of Commerce upon enactment as a condition of this application.

Proposed Milestones

MILESTONES are used to identify key performance goals for the research project. Please identify the key milestones that will be accomplished if approved for IGEM funding. Keep in mind: IGEM grants are slated for 1 year durations, however the IGEM Council will consider projects with a 2 year maximum.

Question 46 Milestone 1

Question 47 Milestone 2



Question 48 Milestone 3

Question 49 Milestone 4

Question 50 Milestone 5

Question 51 Use this space to upload any additional documents that you think may benefit your application.

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Question 52 The Applicant shall declare and identify each individual document it considers confidential and exempt from public disclosure. Upload the marked application and/or other marked documents here. Upload the marked application and or other marked documents here.

Submission

Your identity has been authenticated through the login process with a unique email address and password available only to you. You agree that by typing your name, title and date below, you are electronically signing the application. By electronically signing the application, you acknowledge and represent that you understand and accept all the terms and conditions stated within the application and declare that the information provided is true and that the documents you are submitting in support of your application are genuine and have not been altered in any way.

Question 53 Type your name

Question 54 Type your title

Question 55 Type the submission date

Question 56 I have read and accept the grant terms and conditions available on the grant instructions page under "Required Forms". I am authorized to, or have received authorization to, accept the grant terms and conditions on behalf of the University.

Review & Submit

Required questions are indicated with a red bar in the application. Please review your Funding Application for "FY16 IGEM Idaho Global Entrepreneurial Mission" and be sure you have answered all the required questions. Your responses are summarized below using the following status icons:

